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	Contact: Lisa Kinkema, MiSACWIS@michigan.gov	
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	Subject/Title: MiSACWIS Training Sandbox Environment	
	Distribution: <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input checked="" type="checkbox"/> DHS Child Welfare Staff <input checked="" type="checkbox"/> Private Agency Child Welfare Staff <input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input type="checkbox"/> Native American Tribes <input checked="" type="checkbox"/> Data Management <input checked="" type="checkbox"/> DHS County Directors <input type="checkbox"/> Adult Services Staff <input checked="" type="checkbox"/> Other: Licensing Staff </div> <div style="width: 35%;"> <input checked="" type="checkbox"/> BCAL <input checked="" type="checkbox"/> CWTI <input checked="" type="checkbox"/> SACWIS </div> </div>	

A practice learning environment was created to allow MiSACWIS users to experience and rehearse job tasks prior to the MiSACWIS implementation. This learning environment is referred to as the MiSACWIS Sandbox and is designed for use during and after participation in formal MiSACWIS training. This communication offers basic information and tips about using the MiSACWIS Sandbox.

Sandbox SignOn

- The MiSACWIS training Sandbox is located in Single Signon (SSO) at the following link:
<https://ssoqa.state.mi.us/>
- The MiSACWIS training Sandbox is available for use during normal business hours Monday through Friday.
- To sign in to the training Sandbox, a user will need a user name and password; "Sam Weaver" is the name you will use to sign in to the MiSACWIS; there are 600 Sam Weaver sign ons available; currently, the training Sandbox does not limit the number of workers who are signed in using the same user name. Therefore, if you are signed on as Sam Weaver and you notice some problems with your cases or the data, please sign out and try to sign in as another Sam Weaver. When signing in to the Sandbox, the user will enter:
 1. A user name of "weavers0001" up to "weavers0600." Note: all of the letters in the user name are lower case.
 2. The password of "MiSACWIS2013" Note: All of the letters are capitalized except the "i."
 3. Please do not change the password or change any of the personal information in the Account Maintenance function.
- The first time a user logs in as a particular Sam Weaver account, s/he will have to answer the challenge response questions in SSO. Answer the challenge questions entering the word "nothing" as the answer to all of the challenge response questions. Reference the procedures below with the corresponding screen shots for accessing the MiSACWIS Training Sandbox.

- All users who sign in to the Sandbox are considered “DHS employees” and the security permissions are open for many activities that a user may not normally perform. For example, any user may enter a CPS intake in the Sandbox; in the production environment (real world MiSACWIS after implementation), only a user with a user group of centralized intake would be able to add a CPS intake.

Training Exercises

- Attached is a copy of the training exercises that may be completed in the Sandbox. The document is also posted on the MiSACWIS Website. The Sandbox security allows all users the ability to perform all of the exercises, however, users are asked to focus on the exercises that relate to assigned job functions.
- Do **not** enter real case data in to the Sandbox.
- There are already cases and providers entered for each Sam Weaver account to show functionality on a variety of case types and roles. For example, Sam Weaver may be a CPS supervisor on one case, and a foster care worker on another case.
- The case and provider names have the same number appended to the last name as the one added to the Sam Weaver user name, e.g., user name “weavers0100” will have a case name of “Stone 100, Shelia.” When using the existing cases, only use those cases that correspond to the Sam Weaver user name.
- Page 1 of the training exercise document contains a Family Overview page that provides information about the cases that are in the training environment. These are the same cases that are used during the MiSACWIS training. New cases and people may be added to the Sandbox, but do **not** enter any real case names.

Known Issues in the Sandbox Environment

- There are some known issues in the Sandbox training environment which are listed below. ***Please do not call the SWSS Help Desk for any errors in the Sandbox.*** It is a training environment, and the functionality will not be updated prior to the statewide release. If the system is down, the MiSACWIS Website will be updated with this information.
 1. Intake exercises, pages 14-16 - some users will get a system error; it is random and not related to their data entry.
 2. Legal Status field exercises -
 - Anywhere there is data entered in the exercises, the system requires extra time to process.
 - If the Legal Status drop-down list is empty, look at the bottom of the screen for the green update bars to see that the system is processing.
 - Case Management, page16, step 8:
 1. Must type a space between comma and “Annie”;
 2. Add zero (“0”) after “Annie”;
 3. Add a random 3-digit number after “Annie0”.3. Provider Management, page 25:
 - This screen is difficult to use. DHS is aware and the screen has been identified for modification after go-live.

Accessing the MiSACWIS Training Sandbox

1

At the SSO signin page, enter the Sam Weaver User ID (e.g., "weavers0160") and the password, "MiSACWIS2013"

State of Michigan Single Sign-On

QA QA QUALITY ASSURANCE QA QA

Please Login or Sign-Up to use Single Sign-On

Login

User ID:

Password:

Forgot Password?

If you have forgotten your password, click **Need Password**.
Single Sign-On system will email you a new temporary password.

Sign-Up

If you are a new user to Single Sign-On, click **Register** to create your User ID and Password.

[Home](#) / [Help/FAQs](#) / [Contact Us](#)

2

After you have successfully entered your User ID and password, the Change Challenge/Response Answers screen appears (this screen will only appear the first time a user has signed in for that particular Sam Weaver account).

State of Michigan Single Sign On

User ID: weavers0101

Sign Off

Change Challenge/Response Answers

Change your answers and click OK. You must provide an answer to each challenge.
Answers are not case sensitive.

What is your mothers maiden name?

Answer:

Confirm Answer:

What is the name of the city in which you were born?

Answer:

Confirm Answer:

What are the last four (4) digits of your social security number?

Answer:

Confirm Answer:

What is your fathers middle name?

Answer:

Confirm Answer:

3

Answer the Challenge Question with the word "nothing" and confirm the answer, "nothing." Repeat this process for each Challenge Question. When complete, click "OK"

4

The Change Challenge/Response Answers confirmation window displays, click "OK"

State of Michigan Single Sign On

User ID: weavers0800

Sign Off

Change Challenge/Response Answers

Your challenge/response answers have been updated.

5

The Account Maintenance screen appears. Do not change any information in the Account Maintenance screen.

State of Michigan Single Sign On

User ID: weavers0101

[Sign Off](#)

Account Maintenance

- [Change My Personal Information](#)
- [Change My Password](#)
- [Change My Challenge/Response Answers](#)

[Done](#)

6

Click **Done**. The Application Portal screen appears with two links:

- [Business Object – Production Testing](#)
- [DHS – MISACWIS Training](#)

Do not select the Business Objects link. The Sam Weaver accounts do not have access to this link.

State of Michigan Single Sign On

Application Portal

WELCOME Sam Weaver,

Your password will expire in 106 days.

You are currently subscribed to the following applications:

- [Business Objects - Production Testing](#)
- [DHS - MISACWIS Training](#)

[Subscribe to Applications](#) [Add new Roles to Existing Subscription](#)

[Account Maintenance](#) [Sign Off](#)

7

Click [DHS – MISACWIS Training](#). The Michigan Usage Agreement screen appears:

8

Click **I Agree** to agree to the usage agreement and your MiSACWIS Home Desktop screen appears.

[illegible]

After a user has entered challenge response questions for the particular Sam Weaver account, the user will only see steps 1, 6, 7, and 8.